Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160019-0

REPORTS INVENTORY

CONTROL NO. /

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Activities Report

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [X] PERSONNEL [ ] LOGISTICS [ ] MEDICAL [ ] TRAINING [ ] SECURITY [ ] FINANCE [ ] ADMIN. GENERAL [ ] OTHER (specify)

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
5	n Weekly	1

7. FORMAT (Memorandum, form, computer printout, etc.)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
memorandum	[ ] YES [X] NO IF YES GIVE ADP PROCESSING NO.	Director of Personnel

10. PREPARING COMPONENT (Include lowest level contributing information to report)

Review Staff

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15 GS-06	13.57 3.86		1/2		4.52 .66 5.18		52		269.36

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INDICATE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The content of this report is consolidated in OD/Pers preparation of a weekly report to the DDS on Office activities.

14. ACTION TAKEN

15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT: [X] RETAIN AS IS [ ] OTHER (explain) [ ] CHANGE [ ] ABOLISH

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

16. DATE OF INVENTORY: 5X1 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: Chief, Review Staff

18. EXTENSION

STAT

142 OBSOLETE (22-36-43)

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